

ENVIRONMENTAL TECHNICIAN I

FLSA Status – Non-Exempt

EEO Code – C/Technicians

Class Code – E339

GENERAL DESCRIPTION OF THE DUTIES

This position performs a variety of technical assignments in environmental permit processing, interpretation of regulations to achieve compliance, sampling and monitoring, routine data analysis, monitoring and inspection of industrial wastewater, collection of data, and preparation of technical reports

The Environmental Technician I/II is a flex classification. The Environmental Technician I is the entry-level class and is responsible for assisting in the inspection of industrial facilities, monitoring of industrial discharges, and data entry. At this level, employees are expected to perform routine tasks, coordinate minor permits, and work on smaller projects or discrete portions of a larger project. The Environmental Technician II is the journey-level class, and is responsible for monitoring industrial waste discharge permits for compliance. At the journey-level, employees are expected to manage permitting processes; and to monitor and assess industries for environmental concerns and non-compliance with state and federal regulations.

As a flex classification, hiring may either be done at the Environmental Technician I or II level, but the position is budgeted as an Environmental Technician II. If hiring is done at the Environmental Technician I level, the incumbent will train in the position until proficiency can be demonstrated at the level of Environmental Technician II. Proficiency is determined by the Environmental Services Supervisor with approval from the Water Reclamation Facility Manager. Once approved, the incumbent is classified at the Environmental Technician II level and a separate hiring process is not necessary.

SUPERVISION RECEIVED

This position works under the direct supervision of the WRF Environmental Services Supervisor.

SUPERVISION EXERCISED

Supervision is not a typical function assigned to this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Interprets rules, regulations, laws and policies regarding environmental issues to provide direction and promote compliance.
2. Researches and compiles data from various sources.
3. Trains in the operation of flow meters, pH meters, and automatic sampling equipment and trains in the preparation of samples for laboratory analysis in conformance with chain-of-custody procedure.

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4. Assists with inspections of industrial facilities to identify environmental concerns or non-compliance issues, and reviews monitoring information and conducts inspections of minor facilities.
5. Gathers, records, and evaluates data; and assists with meetings, document preparation and enforcement of regulations.
6. Assists with public information programs.
7. Assists in processing or processes applications for permits, inspections, or services; and issues work orders and environmental permits.
8. Performs joint site inspections for environmental investigations to ensure regulatory compliance; conducts industrial waste surveys of new industrial sources to identify environmental concerns, establish proper classification, determine permit requirements and update industrial database; documents field sites and conditions; uses information from field surveys to identify issues and pollutant sources to be addressed, develops work scope and schedules data collection from samples.
9. Coordinates and processes industrial waste discharge permits for minor type facilities.
10. Collects field storm water monitoring samples.
11. Assists in the preparation of technical reports.
12. Trains in minor, routine, and/or preventive maintenance on laboratory instruments and equipment, including automatic samples, flow meters, and pH meters to ensure availability for use in conducting necessary tests and samples.
13. Follows all safety rules and procedures established for work areas.

OTHER JOB FUNCTIONS

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- The basic principles of environmental protection, water pollution, and control;
- Federal and state laws and regulations relating to industrial waste control;
- Basic statistics and environmental sciences;
- Basic data gathering and research techniques;

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- Word processing, spreadsheet and database software;
- Basic math and algebraic calculations; and
- Standard office practices and procedures.

Ability to

- Learn and interpret laws and regulations, and how to apply these to environmental issues;
- Learn and operate a variety of computer software programs to record and analyze data, and develop documents and reports;
- Follow safety precautions when working at field sites;
- Learn and apply City, state or federal codes and regulations; and
- Communicate effectively and establish good working relationships with the public and industry representatives.

EXPERIENCE AND EDUCATION

Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential job functions is qualifying. A typical way to qualify includes graduation from high school, trade or vocational school, or G.E.D equivalent; college level courses in environmental resource protection, and experience in enhancement and control.

REQUIRED LICENSES AND CERTIFICATIONS

Must successfully complete the University of California, Sacramento course in Industrial Inspection within one year from the hiring date. Successful completion of this course is required as a condition of completing the orientation period and achieving regular status in employment. A valid state driver's license is required.

WORKING CONDITIONS

While performing the duties of this position, employees are frequently exposed to uncomfortable conditions such as dust, noise, fumes, odors and hazardous, toxic or pathogenic substances.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and occasional bending and stooping. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 70 pounds. Interpretation and application of Federal, State and local laws is frequently required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability, and the ability of the City to accommodate the limitation.

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Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 6/03 (Creation of a new position in response to increasing workload. Established as a flex class to allow hiring at the I or II level)